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This Checklist reflects Command requirements for Air Base Defense to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references and add new requirements based on the four phase Air Base Defense program. A bar (|) indicates a revision from the previous edition.

1. References have been provided for each item. Critical items have been kept to a minimum and are required by law, executive orders, DoD Directives, or safety guidelines; which, if not complied with, could result in significant legal liabilities, penalties or mission impact. The IG will inspect all critical items on AFSPC checklist. In addition, the IG will work with the functional staff prior to a major inspection to identify non-critical items that should be inspected at a particular unit.

2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at Attachment 1 as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of the unit Air Base Defense program.

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ATTACHMENT 1

AIR BASE DEFENSE (WING)

Table A1.1. Checklist.

MISSION STATEMENT: To provide the security force commander the guidance necessary to achieve an effective level of protection to warfighting resources. *NOTE:* This document is divided into four phases of Air Base Defense (ABD). The four phases of ABD are as follows: Predeployment Phase, Deployment Phase, Employment Phase, and Redeployment Phase.			
SECTION 1: PREDEPLOYMENT PHASE			
1.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
| 1.1.1. Does the unit commander have an active home station program to ensure personnel are trained and proficient in ground combat skills (GCS)? (Ref AFI 31-301, *Air Base Defense*, para 2.16.)			
| 1.1.2. Has the unit commander identified, in advance, all eligible personnel and equipment for deployment; ensured all unit personnel know their deployment responsibilities, and ensured unit personnel prepare for deployments IAW AFI 10-403, *Deployment Planning and Execution*, and AFI 36-507, *Mobilization of the Civilian Workforce*? (Ref: AFI 10-403, paras 1.6.2 and 1.6.2.5.)			
| 1.1.3. Are personnel readiness folders used as required? (Ref: AFI 10-403, para 1.6.1.14.)			
| 1.1.4. Has the unit commander identified in advance potential force protection issues/actions for deployed operations? (Ref: AFI 10-403, para 1.5.16)			
| 1.1.5. Does each assigned unit type code (UTC) attend a MAJCOM level squadron or flight exercise; a Joint Chiefs of Staff (JCS) exercise; a regional training center; or a joint regional training center at least every 3 years, preferably every 2? (Ref: AFI 31-301, para 3.2.5)			
1.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
| 1.2.1. Did the unit provide AFFPC/SFO an after action report for all mobility deployments and subsequent rotations after being coordinated through AFSFC/SFO? (Ref: AFI 31-301, para 2.12.7.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.2. Do active duty units participate in deployment exercises which activate their deployment work centers semi-annually, AFSPC-gained ARC units participate in deployment exercises which activate their deployment work centers annually, and do tasked UTCs conduct deployment exercises at least annually? (Ref: AFI 10-403_AFSPCSUP1, para 2.3.4.1.)			
| 1.2.3. Have individuals who are eligible to deploy, fulfilled the minimum training requirements? (Ref: AFI 10-403, para 1.6.2. and AFH 31-305, *Security Forces Deployment Planning Handbook* para 3.2.3.)			
| 1.2.4. Have an adequate number of personnel been trained in the building of pallets? Ref: AFI 10-403, Attch 5)			
| 1.2.5. Has the unit commander designated primary and alternate Unit Deployment Managers (UDMs) to assist in carrying out specific preparation requirements? (Ref: AFI 10-403, para 1.6.1.5.)			
| 1.2.6. Has the unit commander ensured the UDMs are trained in the use of the LOGMOD and serve as members of the Deployment Processing Working Group when appropriate? (Ref: AFI 10-403, para 1.6.1.7.)			
| 1.2.7. Do squadron/unit commanders conduct quarterly reviews of all UTC taskings (Ref: AFI 10-403, para 1.6.1.6.)			
| 1.2.8. Has the unit commander assigned primary (identified to deploy) personnel to fill deployment positions on DRMDs? (Ref: AFI 10-403, paras 1.6.1.8.)			
| 1.2.9. Does the unit commander understand substitution requirements for officers and enlisted personnel? (Ref: AFI 10-403, paras 5.3.3.).			
| 1.2.10. Does the unit commander ensure personnel selected for deployment meet requirements identified in the tasking, to include line remarks? (AFI 10-403, para 1.6.1.3.)			
| 1.2.11. Does the unit commander comply with Status of Resources and Training System requirements? (Ref: AFI 10-201, *Status of Resources and Training System*, para 1.11.11)			
| 1.2.12. Have assigned SF Individual Mobilization Augmentees (IMA) received ground combat skills sustainment training? (Ref: AFI 31-301, para 2.16.1.)			

SECTION 2: DEPLOYMENT PHASE			
2.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
| 2.1.1. Were weapons, munitions and associated equipment properly secured during deployment? (AFH 31-305, *Security Forces Deployment Planning Handbook*, para 4.3.1.)			
2.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
2.2.1. Did the unit deploy with the proper equipment to be able to sustain operations? (Ref: AFH 31-305, para 1.7.)			
2.2.2. Were LOGDETs tailored to meet mission requirements? (Ref: AFH 31-305, para 1.7.)			
2.2.3. Does the unit adhere to proper guidelines for weapons and munitions transport? (Ref: AFI 10-403, para 4.2.2.3.)			
| 2.2.4. Did personnel and cargo flow through the deployment process in time and meet the departure of the deployment transportation? (Ref: AFI 10-403, , paras 2.9.1.)			
SECTION 3: EMPLOYMENT PHASE			
3.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
| 3.1.1. Do members of the deployed UTC know the established rules of engagement? (Ref: AFH 31-305, para 1.8.)			
| 3.1.2. Was 360 degree security established, or did members ensure 360 degree security was already established by in-place personnel, upon arrival and debarkation at the operating location? (Ref: AFI 31-305, Attachment 10)			
3.1.3. Were weapons, ammunition, classified materials, and equipment properly stored and secured? (Ref: AFH 31-302, *Air Base Defense Collective Skills*, Attachments A5.1)			
3.1.4. Were "S" Staff functions been assigned and do assigned personnel know the requirements of their duty position? (Ref: AFH 31-302, Attachment 2 - Attachment 5)			
| 3.1.5. Has a vulnerability and criticality analysis been conducted to determine the priorities of critical resources and the distribution of ABD forces? (Ref: AFH 31-302, para 2.4.2, and Attachment 6)			
3.1.6. Were priorities of work established? (Ref: AFH 31-302, para 2.5.5.)			

3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. COMMAND AND CONTROL			
3.2.1.1. Has the "O" Group been established and does it hold daily meetings in a secure location? (Ref: AFH 31-302, para 2.4.1)			
3.2.1.2. Was information being disseminated to flight members? (Ref: AFH 31-302, para 4.2.1.)			
3.2.1.3. Have individuals in the grades of O-3 through O-6 and Senior NCOs in the grades of E-7 through E-9, assigned to an SF Headquarters Element, completed the ABD Command Course? (Ref: AFI 31-301, para 3.2.1.)			
| 3.2.1.4. Have individuals in the grades of SrA through MSgt, assigned to a UTC, completed the GCS Level II (NCO Ground Combat Skills) course? (Ref: AFI 31-301, para 3.2.2.)			
3.2.1.5. Were reports being properly transmitted (i.e. SITREPS, SPOTREPS, etc.)? (Ref: AFH 31-302, para 2.4.9, and Table 2.4.)			
3.2.1.6. Have procedures been established for withdrawal under enemy fire? (Ref: AFH 31-305, Attachment 10)			
3.2.1.7. Has a mobile reserve been established? (Ref: AFH 31-305, Attachment 10)			
3.2.1.8. Was a sector sketch properly accomplished? (Ref: AFH 31-302, para 2.5.3.)			
3.2.2. COMMUNICATIONS	YES	NO	N/A
3.2.2.1. Were both primary and alternate means of communications established? (Ref: AFH 31-302, para 2.6.1.)			
3.2.2.2. Did personnel know how to employ and utilize their tactical communications equipment? (Ref: AFH 31-302, para 2.6.1.)			
3.2.3. ROUTINES OF DEFENSE	YES	NO	N/A
3.2.3.1. Were camouflage, cover and concealment used by all personnel? (Ref: STP 21-1-SMCT, pages 3-582 to 3-590)			
3.2.3.2. Was noise and light discipline maintained? (Ref: STP 21-1-SMCT, pages 263-266)			
| 3.2.3.3. Had challenge/password and duress procedures been established and properly used? (Ref: AFH 31-302, para A7.3.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
| 3.2.3.4. Were procedures priorities of work established to ensure field and personal maintenance? (Ref: AFH 31-302, para 2.5.5.)			
3.2.4. DEFENSIVE FIGHTING POSITIONS (DFPs)	**YES**	**NO**	**N/A**
3.2.4.1. Were DFPs adequately sited? (Ref: STP 21-1-SMTC, pages 245-255)			
3.2.4.2. Were DFPs adequately camouflaged, and did the camouflage match existing terrain? (Ref: STP 21-1-SMCT, pages 212-213, 215-216))			
3.2.4.3. Were fields of fire properly cleared? (Ref: STP 21-1-SMCT, pages 266-269)			
3.2.4.4. Were range cards properly developed, and did they provide for interlocking fields of fire? (Ref: AFH 31-302, para 2.5.1.)			
3.2.4.5. Does the sector sketch correlate with the range cards? (Ref: AFH 31-302, para 2.5.3.)			
3.2.5. DEFENSE AGAINST ATTACKS	**YES**	**NO**	**N/A**
| 3.2.5.1. Were individual and team movement techniques used when countering enemy attacks? (Ref: AFH 31-302, para 4.4.)			
3.2.5.2. Was the alarm sounded during the different alarm conditions? (Ref: STP 21-1-SMCT, *Soldiers Manual of Common Tasks*, pages 299-308, AFMAN 10-100, *Airman's Manual*)			
3.2.5.3. Did personnel take cover and don appropriate protective gear? (Ref: STP 21-1-SMCT, pages 377-383, AFMAN 10-100)			
3.2.5.4. Were gas masks donned and sealed within 15 seconds (including hood)? (Ref: STP 21-1-SMCT, pages 299-308, AFMAN 10-100)			
3.2.5.5. Was M-8/M-9 paper attached to CWE and surrounding areas such as fixed posts and vehicles, etc.? (Ref: STP 21-1-SMCT, pages 373-376 and 395-397, AFMAN 10-100)			
3.2.5.6. Was M-8/M-9 paper checked following attacks? (Ref: STP 21-1-SMCT, pages 373-376, AFMAN 10-100)			
3.2.5.7. Did all personnel possess a decontamination kit? (Ref: STP 21-1-SMCT, pages 331-343, AFMAN 10-100)			
3.2.5.8. Was an area search conducted to determine UXO status following an attack? (Ref: STP 21-1-SMCT, pages 269-284, AFMAN 10-100)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
3.2.5.9. Had a method of marking and identifying UXOs been established and adhered to? (Ref: STP 21-1-SMCT, pages 269-284, AFMAN 10-100)			
3.2.6. ENEMY PRISONERS OF WAR (EPW)	**YES**	**NO**	**N/A**
3.2.6.1. Were the 5-S's (search, silence, segregate, safety, and speed to the rear) used when dealing with EPWs? (Ref: AFI 31-301, para 4.6.1.)			
| 3.2.6.2. Was an EPW holding area established and secured? (Ref: AFH 31-302, para 4.5.)			
3.2.6.3. Were EPW tags available, and were they properly filled out? (Ref: AFH 31-302, para 4.5, Figure 4.3.)			
3.2.7. SELF-AID AND BUDDY CARE	**YES**	**NO**	**N/A**
3.2.7.1. Was self-aid and buddy care properly administered? (Ref: STP 21-1-SMCT, pages 473-545)			
SECTION 4: REDEPLOYMENT PHASE			
4.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
| 4.1.1. Were personnel, weapons, munitions, and associated equipment accounted for before departing? (Ref: AFH 31-305, para 1.9.)			
| 4.1.2. Were weapons, munitions, and associated equipment properly secured during the redeployment? (Ref: AFH 31-305, para 1.9. and para 4.3.1.)			